

**VACANCY ANNOUNCEMENT
DEPARTMENT OF JUSTICE
UNITED STATES ATTORNEY'S OFFICE
Southern District of New York**

Selections from this announcement will be made under the Federal Career Intern Program

TITLE, SERIES, GRADE: Public Affairs Specialist, GS-1035-9

SALARY RANGE: GS-9: \$53,500

TYPE OF APPOINTMENT: Excepted Service - Selectees from this announcement will be appointed to a two-year internship. Upon successful completion of the internship, an intern is eligible for non-competitive conversion to a career or career-conditional appointment.

PROMOTION POTENTIAL: This position has known promotion potential to GS-1035-11. However, any actual promotion is contingent upon the continuing need for and actual performance of higher level duties.

VACANCY ANNOUNCEMENT NUMBER: 11-SDNY-05CI

OPENING DATE: 11/17/2010

CLOSING DATE: 12/08/2010

DUTY LOCATION(S): United States Attorney's Office, New York, NY

NUMBER OF VACANCIES: 2 Positions, however, based on the staffing needs of this office, additional selections may be made through this vacancy announcement. Appointments will also be contingent upon the availability of budgetary funding.

CONTACT: Name: Human Resources
Phone #: (212)637-2650
Email: usanys.jobs@usdoj.gov

WHO MAY APPLY: All U.S. Citizens

This position serves as a communications officer for the United States Attorney's Office in the Southern District of New York. The office represents the United States and its agencies in civil and criminal litigation before the United States District Court for the Southern District of New York and in proceedings before the United States Bankruptcy Court for the Southern District of New York. It encompasses New York, Bronx, Dutchess, Orange, Putnam, Rockland, Sullivan, and Westchester counties. The Office prosecutes the largest number of high profile cases at the local, state, national and international level of any office in the country.

DUTIES: The primary duties consist of performing work that involves planning, coordinating and disseminating public and internal information; establishing effective professional working relationships with print broadcast and digital media representatives; assisting the United States Attorney or Assistant United States Attorneys in writing press releases; initiating and preparing responses to inquiries from the public, including community organizations, law enforcement agencies and local government agencies; and develops materials for press conferences.

QUALIFICATION REQUIREMENTS:

Experience: Applicants must possess one year of specialized experience equivalent to the GS-7 level in the federal sector. Specialized experience includes developing and preparing internal communications and informational materials to be provided to the news media and law enforcement; synthesizing complex information; and experience communicating with reporters. Experience in public relations and/or journalism is desirable; **OR, Education:** Possession of a Master's degree or equivalent graduate degree, or 2 full years of progressively higher level graduate education leading to such a degree, or LL.B or J.D., if related; **OR,** a combination of experience and education that when combined equal 100% of the above.

Applicants are responsible for ensuring that their applications clearly reflect that all qualification requirements are met. No additional information will be solicited or accepted after the closing date of this vacancy announcement.

EVALUATION METHOD:

Applicants who meet the basic eligibility requirements will be further evaluated against Category Grouping criteria using the Knowledge, Skills, and Abilities (KSAs) listed below. Eligible candidates will then be placed for selection consideration into one of the three category groupings as described below. Candidates will be referred to the selecting official by Category Groupings with preference eligibles listed ahead of non-preference eligibles.

1. Qualified Category. Meets the minimum qualifications for the position.
2. Highly Qualified Category. Meets the qualifications described under the Qualified Category and demonstrates proficient experience based on responses to the assessment questionnaire.
3. Best Qualified Category. Meets the qualifications described for the Qualified Category and excels on responses to the assessment questionnaire.

Knowledge, Skills, and Abilities:

- a) Ability to synthesize complex information and to draft press releases that effectively and appropriately communicate the views and activities of the Office.

- b) Ability to coordinate media events and press conferences.
- c) Ability to develop and maintain effective internal and external relations.

HOW TO APPLY: Resumes may be submitted to the mailing address listed below or sent electronically to: usanys.jobs@usdoj.gov

Resumes must be received by 5:30 pm Eastern Standard Time by the closing date:

**U.S. Attorney's Office, SDNY
Attn: Human Resources
86 Chambers Street
New York, NY 10007**

The successful candidate will be a highly energetic and dynamic individual, responsible for establishing and maintaining solid working relationships with the media to facilitate communications between the Office, its many constituencies and the general public. The work involves, but is not limited to, writing press releases, fact sheets and statements, organizing and staffing press conferences, handling press inquiries and internal communications. 1-3 years of experience is highly desirable.

INFORMATION REGARDING THE FEDERAL CAREER INTERN PROGRAM

- * **Agreement** - Applicants selected for the internship program will be required to sign an agreement which provides specific information regarding the program.
- * **Individual Development Plan** - Within 30 days of appointment, an intern will be placed on an Individual Development Plan (IDP) which will cover the two-year training period. The IDP will identify the knowledge, skills, and abilities as well as any associated training and development activities required for successful completion of the internship.
- * **Mentor** - Interns will be assigned a peer mentor to provide informal assistance, professional advice on work-related issues, and career guidance to the intern.
- * **Promotion** - To be eligible for promotion, the trainee must have demonstrated the ability to successfully perform all the critical elements, and have received a rating of Skill Level 3 (Fully Proficient) on each critical element of the IDP.
- * **Conversion to Career/Career-Conditional Appointment** - The federal career intern program is a two year excepted service appointment. Competitive civil service status may be granted to federal career interns who successfully complete their internships and meet all qualification, suitability, and performance requirements, and subject to the availability of a suitable position at the end of the internship. Training will be provided during the internship period. Competitive service employees of United States Attorney's Offices/Executive Office for United States Attorneys who voluntarily accept a position in the Federal Career Intern Program, and fail to complete the program for reasons unrelated

to misconduct or suitability, will be placed in a career or career-conditional position at no lower grade or pay than the position they left in the United States Attorney's Office/Executive Office for United States Attorneys. Competitive service employees of other federal agencies, including other components of the Department of Justice, are not eligible for placement rights if they fail to complete the program.

VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15. For more information, please see the Veteran's Information Guide at the following link:
<http://www.opm.gov/veterans/>

AGENCY REQUIREMENTS AND INFORMATION - Payment of relocation expenses will not be authorized. Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or non-membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

BENEFITS

The Federal government offers a number of exceptional benefits to its employees. Additional information about Federal benefits can be obtained at: <http://www.usajobs.gov/ei61.asp>